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# REQUEST FOR QUALIFICATIONS

## M-11 (28<sup>th</sup> Street) M-37/M-44 East To I-96 Road Reconstruction & Rehabilitation *Construction Manager / General Contractor (CMGC)*

Control Section: 41063  
Job Number: 105714C, 109661C, 102754C

STATEMENT OF QUALIFICATIONS DUE DATE: June 27, 2012

ORIGINAL ISSUE DATE: June 6, 2012



**TABLE OF CONTENTS**

TABLE OF CONTENTS .....I

1.0 INTRODUCTION..... 1

2.0 BACKGROUND..... 1

    2.1 PROJECT MANAGER ..... 2

    2.2 PROJECT TEAM ..... 2

    2.3 PRE-QUALIFICATION ..... 2

    2.4 PROJECT GOALS ..... 2

    2.5 ANTICIPATED PROJECT SCHEDULE (Subject to Change) ..... 3

    2.6 PROJECT INFORMATION..... 3

        2.6.1 UTILITY INFORMATION..... 4

3.0 PROJECT SCOPE OF WORK ..... 5

    3.1 PHASE 1 – PRE-CONSTRUCTION SERVICES..... 5

        3.1.1 CONSTRUCTION SERVICES COST PROPOSAL..... 6

    3.2 PHASE 2 – CONSTRUCTION SERVICES ..... 7

4.0 TEAMING PARAMETERS ..... 8

    4.1 ORGANIZATIONAL CONFLICTS OF INTEREST ..... 8

    4.2 TEAM CONTINUITY AND CHANGES TO ORGANIZATION STRUCTURE ..... 8

    4.3 EQUAL EMPLOYMENT OPPORTUNITY ..... 8

    4.4 DISADVANTAGED BUSINESS ENTERPRISES ..... 9

5.0 STATEMENT OF QUALIFICATION REQUIREMENTS ..... 9

    5.1 ACCEPTANCE OF EVALUATION PROCESS ..... 9

    5.2 CLARIFICATIONS AND INTERPRETATIONS ..... 9

        5.2.1 Answers To Questions ..... 9

        5.2.2 Clarifications Or Interpretations ..... 9

        5.2.3 Addenda ..... 9

    5.3 OBLIGATION OF PARTIES..... 10

        5.3.1 Assumed Requirements..... 10

        5.3.2 Cost Of Submission ..... 10

        5.3.3 Reimbursement ..... 10

        5.3.4 Award Of Contract..... 11

    5.4 COMPLETENESS OF SOQ ..... 11

        5.4.1 Completeness ..... 11

        5.4.2 Compliance ..... 11

        5.4.3 Rejection..... 11

    5.5 WITHDRAWAL OR MODIFICATION ..... 11

    5.6 OWNERSHIP OF SOQ(s) ..... 11

    5.7 VALIDITY PERIOD..... 11

    5.8 SOQ SUBMITTAL INSTRUCTIONS AND FORMAT ..... 12

        5.8.1 Due Date, Time and Location..... 12

        5.8.2 SOQ Format ..... 12

        5.8.3 SOQ Submittal Quantities ..... 13

6.0 STATEMENT OF QUALIFICATIONS CONTENT..... 13

    6.1 QUALITATIVE CRITERIA ..... 13

    6.2 FAILURE TO COMPLETE OR DEFAULT ..... 13

        List each project in the past five (5) years your organization has, on an awarded contract, defaulted or failed to complete and the reasons why..... 13

    6.3 PRE-CONSTRUCTION SERVICES ..... 13

6.4	CONSTRUCTION SERVICES .....	13
6.5	ORGANIZATION & PROJECT PERSONNEL QUALIFICATIONS.....	14
6.5.1	Key Staff .....	14
6.5.2	Organization Chart .....	14
6.5.3	RESUMES .....	14
6.6	BONDING COMPANY LETTER .....	14
7.0	PRE-CONSTRUCTION SERVICES FEE.....	14
8.0	EVALUATION PROCESS .....	15
8.1	PASS / FAIL EVALUATION CRITERIA .....	17
8.2	QUALITATIVE EVALUATION CRITERIA.....	17
8.2.1	UNDERSTANDING OF SERVICE (15 POINTS).....	17
8.2.2	EXPERIENCE / PAST PERFORMANCE (15 POINTS) .....	17
8.2.3	WORK ZONE SAFETY (15 POINTS).....	18
8.2.4	SCHEDULE MANAGEMENT (20 POINTS) .....	18
8.2.6	INNOVATIONS (15 POINTS).....	18
8.3	FINAL SCORE & SELECTION .....	18
CMGC-001	SUBMITTER INFORMATION.....	A
CMGC-002	STATEMENT OF QUALIFICATIONS CHECKLIST .....	B
CMGC-003	ACKNOWLEDGMENT OF RECEIPT OF ADDENDA.....	C

## 1.0 INTRODUCTION

The Michigan Department of Transportation (MDOT), Grand Region, is accepting Statements of Qualifications (SOQ's) from entities (Submitters) interested in providing Construction Manager/General Contractor (CMGC) services for the M-11 (28<sup>th</sup> Street) Road Reconstruction and Rehabilitation project located M-37/M-44 North to I-96, in Kent County. The Project will be funded with State and Federal-Aid dollars, thereby requiring the Submitter to adhere to all pertinent federal, state and local requirements.

MDOT staff is in the process of preparing design plans, and will procure a separate independent cost estimator (ICE), with whom the CMGC will collaborate throughout the design phase of the Project. The CMGC will be responsible to provide constructability reviews, proposed construction staging (and/or review of currently proposed construction staging), input on maintenance of traffic options, input with MDOT's public involvement process, cost estimates and construction related review/input during the design phase.

As the design nears completion, the selected CMGC will prepare a construction services cost proposal (i.e. a Guaranteed Maximum Price (GMP) proposal plus possible contingency items and items that may be paid based on an agreed upon unit price and actual quantities). Subject to a successful negotiation with MDOT, the CMGC will be awarded the construction portion of the project, responsible to complete the construction, while directly performing at least 40 percent of the work. The other 60 percent, or less, work may be completed by subcontractors. If an acceptable GMP cannot be reached, the project will be advertised, following MDOT's normal competitive bidding process. By submitting a SOQ, Submitters agree to be bound by the requirements outlined in this Request for Qualifications (RFQ) and shall satisfy all requirements specified. Failure of the Submitter to meet these requirements may result in rejection of the SOQ.

## 2.0 BACKGROUND

The project includes the rehabilitation and reconstruction of M-11, from M-37/M-44 east to I-96. It is separated into two distinct sections of work. M-11, from M-37/M-44 east to 450' west of Patterson Avenue will be Rehabilitated, with coldmilling and two course HMA resurfacing, including ADA ramps and signal work. The HMA paving portion of this work is currently planned to be constructed at night and off-peak hours, to limit impacts to the adjacent businesses. The Reconstruction portion of the project starts approximately 450' west of Patterson Avenue and continues easterly to the I-96 ramps. This portion of the project consists of a full roadway concrete reconstruction including curb and gutter, drainage and safety, and signal upgrades, ADA ramps, local participation for the addition of sidewalk and lighting.

M-11 is a heavily travelled route, with an approximate AADT of 36,000 (2.5% Commercial). This traffic can be attributed to the businesses in the area and the proximity to the I-96/M-11 Interchange. The adjacent property is mostly zoned commercial, consisting of many restaurants, commercial business (small and big box) and industrial south of M-11. Patterson Avenue, which is in the project limits, is also one of the main routes to the Gerald R. Ford International Airport.

The purpose of utilizing this innovative delivery method is to benefit the public and project by providing an expedited construction schedule, improvements to staging activities to maintain access to local businesses, improved utility coordination process, and improve the owner/contractor interaction and outreach to the public during the project's development. It is beneficial to have the CMGC contractor engaged during the design of the project, to discuss means and methods, constructability and feasibility of work planned.

## 2.1 PROJECT MANAGER

Charlie Stein, P.E.  
Consultant Coordination Engineer  
Grand Rapids TSC  
2660 Leonard Street, NE  
Grand Rapids, MI 49525 Phone: (616) 464-1783  
E-Mail: steinc@michigan.gov

All questions must be e-mailed to the Project Manager.

The preliminary plans and project information for the project are available by CD and should be requested from the Project Manager.

Other information, including this RFQ, addenda, and Questions and Answers will be posted on the Project Web Site. The Project Web Site is located in the "M-11 CMGC" section of the MDOT Design-Build Website located at [www.michigan.gov/designbuild](http://www.michigan.gov/designbuild).

## 2.2 PROJECT TEAM

The Project Team, as referenced herein, is composed of MDOT staff, the independent cost estimator, the CMGC and any additional Project stakeholders. MDOT may hire another consultant firm to perform the full construction engineering duties.

## 2.3 PRE-QUALIFICATION

The CMGC (Contractor) must meet the following prequalification categories:

- 7,000 Ea/Cb or 7,000B

## 2.4 PROJECT GOALS

- Reduce impacts to the traveling public and local businesses
- Actively engage the public during the project's development
- Reconstruction/Rehabilitation of M-11
- Complete Construction in the most efficient and expeditious manner
- Reduce potential utility impacts

- Provide input and procurement methods on longer lead time items
- Develop (or enhance the current information) a Construction Staging Plan that will minimize impacts to Mobility of M-11
- Substantially complete the construction no later than October 2013.
- The 28<sup>th</sup> Street Dream Cruise is typically scheduled for the fourth Friday in August. MDOT would like to expedite construction in order to have the M-11 construction complete and open to traffic or maximize the number of open traffic lanes for this event.

## 2.5 ANTICIPATED PROJECT SCHEDULE (Subject to Change)

Post RFQ	June 6, 2012
Procurement of Independent Cost Estimator (ICE)	June 6 – July 15, 2012
SOQ's Due	June 27, 2012
Selection of CMGC	June 28 – July 3, 2012
Pre-Construction Services Price Proposal Meeting	July 5 or 6, 2012
Pre-Construction Services Price Proposal Due	July 9, 2012
Notice to Proceed/Award of Pre-Construction Phase	August 1, 2012
Finalizing of Plans and Specifications for GMP	Through September 7, 2012
Complete MDOT Cost Estimate & ICE	September 7, 2012
Negotiate Price (GMP, Contingency, etc)	September 7 – October 1, 2012
Award Construction Phase	November 1, 2012
Advertise Design-Bid-Build Project (If necessary)	December 7, 2012
Construction	Mid April, 2013 – October, 2013

Anyone wishing to perform work on MDOT projects must be prequalified. All applications for contractors/consultants to become prequalified will be due by June 27, 2012.

Information and forms to become construction prequalified are located at:  
[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21539\\_21545---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21539_21545---,00.html).

Information and forms to become service (consultant) prequalified are located at:  
[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21540-34068--,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21540-34068--,00.html).

## 2.6 PROJECT INFORMATION

Control Section: 41063

Job Number: 105714C, 109661C, 102754C

### JN 105714:

This project begins at approximately the east spring point of the M-44/M-37 and M-11 intersection and continues easterly to the I-96 westbound ramps (and gapping the Patterson Avenue Intersection). The first section of the project, from the M-44/M-37 intersection east to Patterson

Avenue, consists of coldmilling and a two course HMA resurfacing, to approximately 450' west of Patterson Avenue. This section of work also includes detail 8 joints, signal work and ADA ramp upgrades. The second section of the project is from approximately 450' east of Patterson Avenue east to the I-96 westbound ramps and consists of a full concrete reconstruction, including signal and ADA ramp upgrades, storm sewer, sidewalk and decorative lighting.

JN 109661:

This project begins approximately 450' west of Patterson Avenue and continues east to approximately 450' east of Patterson Avenue. Work included in this project consists of a full concrete reconstruction, including sidewalk, ADA ramp upgrades, storm sewer and decorative lighting.

JN 112754:

This project is at the M-11/Patterson Avenue intersection and the work consists of a traffic signal upgrade to a box span.

\*\*Additional Job Numbers and work items are being considered to add several signal locations. The locations being considered are on M-11 at Radcliff Avenue/Outer Drive, Acquest Avenue, East Paris Avenue and the M-37/M-44 (East Beltline) Intersections.

## 2.6.1 UTILITY INFORMATION

At the time this RFQ was developed a utility meeting was being coordinated. The following is a brief summary, with a preliminary assessment of the utilities and potential utility coordination.

Potential utility conflicts have been identified at the Patterson Avenue intersection. Utility poles and guy anchors in various quadrants are in conflict. There is a large AT&T vault in the approach pavement in NW quadrant that will have to be evaluated further, but no impact is anticipated.

If temporary widening is used to maintain traffic, utility poles are expected to be within grading limits of the temporary traffic lane.

Cascade Township has requested that the existing center suspended street lights, that are currently in well lit areas, not to be reestablished.

ITS circuits and equipment will require interfacing with the proposed signal work.

All proposed storm sewer lines and catch basins will need to be evaluated for potential conflicts with any adjacent or intersecting existing buried utilities. Since the leads and storm sewer areas being replaced are being rebuilt and located in their existing location no conflicts are expected.

Utility manholes, hand holes and valve box covers in milling section and reconstruction section will need to be addressed by requiring both temporary and permanent cover adjustments.

Any municipal utility facilities, such as hydrants and valves, that fall within grading limits and require adjustment will be either addressed in project plans or done by the local municipality. No municipal utility improvements are expected.

Any leaking or fragile old existing utility lines, including service taps, will have to be evaluated for need to have them replaced prior to placing new pavement. This work will be required to be performed by the utility prior to the start of construction.

Constructability issues with construction of signal strain poles, with buried and overhead utilities, will continue to be evaluated. The adjusting of existing aerial utility lines so they do not obstruct view of signal heads will also be evaluated further.

### 3.0 PROJECT SCOPE OF WORK

The CMGC is being selected for this project, to join the Project Team. The CMGC will not be expected to be the designer of record for the project, but is expected to provide the Project Team with construction expertise and technical experience, to assist in project decision-making and ensure the technical, social and economic challenges are addressed and provide input on items affecting construction schedule and costs

#### 3.1 PHASE 1 – PRE-CONSTRUCTION SERVICES

The CMGC shall consult with the Project Team during the design phase in order to develop, implement and maintain a spirit of cooperation and open communication among the parties so that the goals and objectives of each are clearly understood, potential problems are resolved promptly, and upon completion, the Project is deemed a success by all. The Pre-Construction Services Fee is described in Section 7.0. The CMGC shall deliver pre-construction services by performing the following:

- Review in-progress design plans, provide input and/or alternate design concepts and offer suggestions with respect to the means and methods, materials, innovations and construction staging/sequencing.
- Analyze and evaluate the constructability of the preliminary design
- Provide information, cost estimates, alternative options to help facilitate decisions regarding existing conditions, construction impacts, maintenance of traffic and construction staging
- Provide input to the Project Team regarding current construction industry practices, labor market, and material and equipment availability
- May utilize subcontractors to supplement pre-construction services to provide the necessary expertise

- Review design documents in-progress and offer suggestions to improve completeness or clarity
- Assist the MDOT Project Manager in resolving problems, conflicts and/or deficiencies identified during the review and evaluation of design drawings
- Notify the MDOT Project Manager, in writing, of all problems, conflicts and/or deficiencies identified during the review and evaluation of design drawings
- Provide preliminary construction estimate upon completion of the preliminary plans
- Provide recommendations to the plans or construction documents to ensure completion of the Project in the most efficient manner possible
- Provide a final review and evaluation of the final plans and construction documents
- Provide final Construction Services Cost Proposal to establish a GMP and other possibly contingency items of work
- Provide assistance with public outreach initiatives
- The CMGC should expect to attend at least 3 pre-construction coordination meetings with the Project Team

### 3.1.1 CONSTRUCTION SERVICES COST PROPOSAL

The CMGC shall submit a Construction Services Cost Proposal when the plans and construction documents are completed to a level sufficient enough to do so. The Construction Services Cost Proposal shall include a GMP which will include all necessary materials, equipment and staff to complete the construction of the Project, plus possible contingency items and items that may be paid based on an agreed upon unit price and actual quantities. The GMP will not be exceeded without written approval from the MDOT Project Manager, and only by a written work order. When the GMP is negotiated, contingency or other individual items may be identified that will be paid for outside of the GMP. If the MDOT Project Manager and the CMGC cannot agree on a Construction Services Cost Proposal, MDOT reserves the right to terminate the CMGC services without penalty or payment, except payment for Pre-Construction Services, and proceed as necessary. The CMGC should expect several rounds of negotiations to arrive at an agreed upon Construction Services Cost Proposal. If a Construction Services Cost Proposal cannot be agreed upon, MDOT reserves the right to let the Project using traditional Design-Bid-Build or other non-traditional methods. Any information provided by the CMGC during the Pre-Construction phase will be used to develop the plans and specifications for the letting. The Construction Service Cost Proposal shall include:

- GMP proposal, including all overhead and profit considered within specified pay items; as well as any subcontracted work
- Construction schedule showing the proposed start and finished dates and any significant

milestones

- Contractor Quality Control Plan
- Disadvantaged Business Enterprise (DBE) participation description. DBE participation will be established during the preconstruction phase of the project
- Description of all other inclusions to, or exclusions from, the GMP, including all assumptions and clarifications
- Written guarantee from the CMGC that the total construction cost shall not exceed the GMP and all costs or expenses in excess of the GMP shall be borne by the CMGC, unless adjusted by a previously approved written work order

The CMGC is to make available all cost and budget estimates, including supporting materials and records, to MDOT.

### 3.2 PHASE 2 – CONSTRUCTION SERVICES

The CMGC shall, once the Construction Service Cost Proposal is approved:

- Construct, bid sub-contractor work, and manage all construction related contracts while meeting the DBE requirements as well as any other project requirements.
- Execute the Quality Control Plan
- Bond and insure the construction
- Address and adhere to all federal, state and local permitting and environmental requirements
- Maintain a safe work site
- Perform at least 40% of all construction work, excluding any identified specialty items
- Substantially complete the construction no later than October, 2013.
- In the event that the contract is terminated after the award of the construction phase to the CMGC, the termination procedures in the MDOT 2012 Standard Specifications for Construction shall be followed
- Work with MDOT staff to establish a final communication plan within 5 working days of award of the pre-construction phase

## 4.0 TEAMING PARAMETERS

### 4.1 ORGANIZATIONAL CONFLICTS OF INTEREST

Organizational conflict of interest means that because of other activities or relationships with other persons or entities, an Organization:

- Is unable, or potentially unable, to render impartial assistance or advice to MDOT
- Is, or might otherwise be, impaired in its objectivity to perform the contract work
- Has an unfair competitive advantage

Disclosure, evaluation, neutralization, and management of these conflicts and the appearance of conflicts, is in the interest of the public, MDOT and the consultant and construction communities.

Submitters are required to disclose all relevant facts concerning any past, present, or currently planned interests, activities, or relationship which may present an organizational conflict of interest. Submitters shall state how their interest, activities, or relationships, or those of the chief executives, directors, key project personnel, or proposed team may result, or could be viewed as, an organizational conflict of interest. Submit Conflict of Interest Statement (Page 2 of MDOT form 5100D) with the SOQ. It is recommended to contact the MDOT Project Manager immediately if a potential conflict of interest is found, or appears to be present, so a course of action can be determined with minimal impact to a Submitter.

If an Organizational Conflict of Interest is determined to exist, MDOT may, at its sole discretion: offer the Submitter the opportunity to avoid or neutralize the Organizational Conflict of Interest; disqualify the Submitter from participation; or, if award has already occurred, declare the Submitter nonresponsive and award the contract to the next highest scoring Submitter, or cancel the contract. If the Submitter was aware of an Organizational Conflict of Interest prior to award of a contract and did not disclose the conflict, MDOT may terminate the contract for default.

### 4.2 TEAM CONTINUITY AND CHANGES TO ORGANIZATION STRUCTURE

After submittal of a SOQ, Key Personnel may not be removed, replaced, or added without the written approval of the MDOT Project Manager. It is expected that Key Personnel presented in the SOQ will be available for the duration of the project. Any changes to Key Personnel will require approval from the MDOT Project Manager and may result in termination of the contract.

To qualify for approval, a written request shall be submitted and document that the proposed removal and replacement, or addition will be equal to or better qualified than the Key Personnel provided in the SOQ.

### 4.3 EQUAL EMPLOYMENT OPPORTUNITY

The Submitter will be required to follow both the State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

## 4.4 DISADVANTAGED BUSINESS ENTERPRISES

It is the policy of MDOT that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT) assisted contract because of sex, race, religion, or national origin.

MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFP Part 26. It is the Submitter's responsibility to take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum possible opportunity to compete for and perform the contract. DBE requirements do not apply to Pre-Construction Services. Use of a DBE during Pre-Construction services does not apply towards required DBE Percentage.

Required DBE Percentage: To be determined during the project's pre-construction phase.

## 5.0 STATEMENT OF QUALIFICATION REQUIREMENTS

### 5.1 ACCEPTANCE OF EVALUATION PROCESS

A submission of a SOQ in response to this RFQ indicates the Submitter's acceptance of the evaluation process as detailed in Section 8.0 and the recognition that subjective judgments must be made by the Selection Committee during the evaluation process and in its final selection.

### 5.2 CLARIFICATIONS AND INTERPRETATIONS

#### 5.2.1 Answers To Questions

Submitters are required to direct all contact and questions regarding this RFQ to the Project Manager listed in Section 2.1. All requests must be submitted by e-mail only, no later than five (5) business days prior to the Statement of Qualification Due Date. Responses will be publicly posted on the Project Web Site.

#### 5.2.2 Clarifications Or Interpretations

Any clarifications or interpretations of this RFQ that affect or change its requirements will be issued by MDOT to the Project Web Site in the form of addenda, response to questions, or meeting notes. Interpretations or clarifications in any other form, including oral statements, will not be binding on MDOT and should not be relied upon in preparing the SOQ.

#### 5.2.3 Addenda

All addenda issued by MDOT before the Statement of Qualification Due Date, are part of the RFQ, and all requirements shall be incorporating into the SOQ. Addenda will be posted on the Project Web Site. The Submitter shall acknowledge receipt of each addendum by completing and

submitting form CMGC-003.

### 5.3 OBLIGATION OF PARTIES

The Submitter is solely responsible for ensuring that its SOQ is clear, correct, and consistent. MDOT reserves the right, at its sole discretion (but is not obligated), to:

- Investigate the qualifications of any Submitter
- Seek or obtain data from any source related to the SOQ
- Require confirmation of information furnished by a Submitter
- Require additional information from a Submitter concerning its SOQ
- Seek and receive clarifications to a SOQ
- Require additional evidence of qualifications to perform the work
- Modify the RFQ process
- Waive minor deficiencies and irregularities in a SOQ
- Reject any or all SOQs
- Cancel, modify, or withdraw the RFQ
- Issue a new RFQ

By submitting a SOQ, the Submitter understands and acknowledges the following:

#### 5.3.1 Assumed Requirements

The SOQ presented is based on assumed requirements of the proposed Project; and, that MDOT has made no written or oral representations that any such assumed requirements are accurate should a contract arise from the presented SOQ. Submitter is required to qualify all assumptions it makes.

#### 5.3.2 Cost Of Submission

All costs incurred by the Submitter as a result of the Submitter's efforts to participate in this selection process shall be at the sole risk and obligation of the Submitter.

#### 5.3.3 Reimbursement

MDOT will not provide compensation to the Submitter for any expenses incurred for the SOQ preparation.

#### 5.3.4 Award Of Contract

MDOT makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all SOQ's, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting contract when deemed to be in the Project's best interest. Representations made within the SOQ will be binding on responding firms.

### 5.4 COMPLETENESS OF SOQ

#### 5.4.1 Completeness

Each SOQ should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of the RFQ. Emphasis should be on completeness, clarity of content, responsiveness to requirements and an understanding of the Project needs.

#### 5.4.2 Compliance

Failure to comply with the requirements contained in the RFQ may be subject for rejection of the SOQ.

#### 5.4.3 Rejection

Any SOQ that fails to meet the deadline or delivery requirements will be rejected and returned to the Submitter without having been opening, considered or evaluated.

### 5.5 WITHDRAWAL OR MODIFICATION

A SOQ may be withdrawn and resubmitted any time prior to the deadline for submitting the Statement of Qualification. No SOQ may be changed, amended, or modified after the deadline for submitting the SOQ. No SOQ may be withdrawn after the deadline for submitting the SOQ without a written request by the Submitter stating the reasons for withdrawing the SOQ and acceptance of the request by MDOT. All decisions are at the sole discretion of MDOT.

### 5.6 OWNERSHIP OF SOQ(s)

SOQ(s) and any other information submitted by the Submitter(s) shall become the property of MDOT. MDOT will not use unique innovations or methods contained in the SOQ(s) of Submitters that are not selected for this project. However, MDOT does reserve the right to use any proposed innovation or method on future projects. All or any part of the proposed Contractor's innovation or method may use or disclose on future projects without obligation or compensation to the Contractor.

### 5.7 VALIDITY PERIOD

SOQ(s) are to be valid for MDOT's acceptance, for a minimum of 49 days, after the Statement of

Qualification Due Date to allow time for evaluation and selection. A SOQ, if accepted, shall remain valid for the duration of the Contract.

## 5.8 SOQ SUBMITTAL INSTRUCTIONS AND FORMAT

This section describes requirements that all Submitters must satisfy in the SOQ. Failure to comply with any of the following by a Submitter may result in the rejection of the SOQ.

### 5.8.1 Due Date, Time and Location

Sealed SOQ(s) must be delivered to the following location by 4:00 P.M. EST, on the date identified as the Statement Of Qualifications Due Date located on the Cover Sheet:

Charlie Stein, P.E.  
Consultant Coordinator Engineer  
Grand Rapids TSC  
2660 Leonard Street, NE  
Grand Rapids, MI 49525 Phone: (616) 464-1783  
E-Mail: steinc@michigan.gov

MDOT will not accept SOQ's submitted by facsimile or e-mail.

### 5.8.2 SOQ Format

- **Language:** All information shall be in English.
- **Font:** All narrative text shall be a minimum of twelve (12) points in size and single spaced. The style and size of headings and figures are not prescribed.
- **Page Size:** With the exception of charts, exhibits and other illustrative material, all information shall be printed on 8.5-inch x 11-inch paper. Charts, exhibits and other illustrative material may be printed on 11-inch x 17-inch paper, but shall be folded to 8.5-inch x 11-inch and will be counted as one (1) sheet.
- **Page Margins:** Page margins shall be set at 0.75 inches minimum, not including headers or footers.
- **Table of Contents:** Include a Table of Contents that provides page number references.
- **Page Limit:** SOQ(s) shall not exceed 19 pages in length. Table of Contents, staff resumes and required forms are not included in page limits.
- **Dividers:** Section dividers in bound copies, for the ease of finding information in the SOQ, are welcomed.
- **Binding:** Each copy of the SOQ shall be bound separately, with the exception of the "Original" which shall remain unbound.

- **Front Cover:** The front cover of each SOQ shall be clearly labeled with the Project name, along with the Submitter's name.

### 5.8.3 SOQ Submittal Quantities

Each Submitter must provide MDOT with the following:

- One (1) Original unbound SOQ – bearing original signatures
- Six (6) Bound hard copies of SOQ
- One (1) Electronic copy of SOQ in PDF format on CD or Flash Drive

The original shall be identified as “Original” on its front cover.

The unbound original, the bound copies, and CD/flash drive, , shall be placed in one (1) sealed packaged for delivery to MDOT as set forth in Section 5.8.1. The outside of the sealed package shall be clearly labeled with the Project name, as well as the name and return address of the Submitter.

## 6.0 STATEMENT OF QUALIFICATIONS CONTENT

### 6.1 QUALITATIVE CRITERIA

Section 8.2 contains the qualitative scoring criteria that will be used to score SOQ's. Submitters should clearly describe how they meet they meet the needs of the department and criteria described in this section.

### 6.2 FAILURE TO COMPLETE OR DEFAULT

List each project in the past five (5) years your organization has, on an awarded contract, defaulted or failed to complete and the reasons why.

### 6.3 PRE-CONSTRUCTION SERVICES

Submitters should describe their ability to provide Pre-Construction services and the advantages offered to MDOT and the Project from these services. Submitter should describe their ability to coordinate with the Consultant to improve constructability and provide input related to concrete paving and maintenance of traffic for the roadway and businesses.

### 6.4 CONSTRUCTION SERVICES

Submitters should describe their ability to perform the anticipated construction services for the Project along with their Quality Assurance/Quality Control Plan. Describe what work is intended to be self-performed and what items will be bid to prequalified sub-contractors.

## 6.5 ORGANIZATION & PROJECT PERSONNEL QUALIFICATIONS

### 6.5.1 Key Staff

Name the key personnel and describe their role in the Project, experience on similar projects and experience on other CMGC projects.

### 6.5.2 Organization Chart

Provide an organizational chart for the Project with names of key individuals each for the following:

- Pre-Construction Services (Prime and Subcontractors, if any)
- Construction Services (Prime and any known subcontractors) If Subcontractors are not known or identified, please describe the approach used to select Subcontractors.
- Construction Services Direct Support (Prime's Central Office Support)

### 6.5.3 RESUMES

Provide resumes for key personnel of the prime and any subcontractors shown on the organization charts as detailed in Section 6.5.2.

## 6.6 BONDING COMPANY LETTER

Provide a letter from your bonding company that indicates your firm's ability to receive bonding for a project of this size.

## 7.0 PRE-CONSTRUCTION SERVICES FEE

In accordance to 23 CFR Section 172 and 49 CFR Part 18, compensation for the Pre-Construction work shall be on a monthly basis, paid during the pre-construction services.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the CMGC for services rendered shall not exceed the maximum lump sum amount unless an increase is approved in accordance with the contract with the CMGC. Typically, billings must be submitted within 60 days after the completion of services. The final billing must be received within 60 days of the completion of services.

The selected Submitter will be notified after the SOQ(s) have been reviewed and scored. The selected Submitter will be required to attend a scope verification meeting at a location determined by the MDOT PM and then submit a Pre-Construction Services Fee. This lump sum price should

include all direct costs, overhead and profit required to complete the scope of work outlined in Section 3.1. The Submitter should include a work plan, a description of their intended level of effort and equivalent cost per hour to review and assist in the development of plans and specifications during the preconstruction phase. MDOT will require verification of the costs from the selected Submitter prior to executing a contract. If a Submitter does not have audited overhead rates, an additive of 35% will be used to cover overhead and profit in accordance with section 109.05.D.3 of MDOT 2012 Standard Specifications for Construction.

MDOT reserves the right to negotiate the cost of the Pre-Construction Services Fee. If MDOT and the selected CMGC cannot agree on a price, hours of effort or number of employees providing these pre-construction services, MDOT will begin negotiations with the next highest ranking Submitter from the SOQ scoring process.

MDOT may terminate the contract with the CMGC if pre-construction services and coordination are not provided as negotiated and/or expected, or for convenience. A written 15 day notice will be sent to the CMGC before the services are completed. If the contract is terminated for any reason during the pre-construction phase, MDOT will determine if partial compensation for services rendered shall be paid to the CMGC.

## 8.0 EVALUATION PROCESS

SOQ(s) will initially be evaluated to determine if the Submitter has met the minimum requirements (“Pass”) on all Pass/Fail evaluation factors. Pass/Fail evaluation factors are outline in Section 8.1. SOQ(s) will then be scored using the evaluation criteria. If a Submitter receives a “Fail” on any single Pass/Fail requirement, the SOQ will be rated as unacceptable and will not be scored on the evaluation criteria.

Once a SOQ has been determined to meet the minimum Pass/Fail criteria, MDOT will evaluate the SOQ relative to the MDOT Project Goals as described in Section 2.4 and scoring criteria as listed herein to determine the SOQ total score.

The qualitative evaluation score will be determined as follows:

- The MDOT Selection Committee will review each SOQ identifying significant and minor strengths and weaknesses of the Submitter.
- Strengths and weaknesses are defined as follows:
  - Strengths – That part of the SOQ which ultimately represents a benefit to the Project and is expected to increase the Submitter’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence on the Submitter’s ability to meet or exceed the Project Goals, while a significant strength has a considerable positive influence on the Submitter’s ability to meet or exceed the Project Goals.
  - Weaknesses – That part of the SOQ which detracts from the Submitter’s ability to meet the Project Goals or may result in an inefficient or ineffective performance. A

minor weakness has a slight negative influence on the Submitter's ability to meet the Project Goals, while a significant weakness has a considerable negative influence on the Submitter's ability to meet the Project Goals.

Based on the identified strengths and weaknesses, the Selection Committee will select an objective rating and select a percent of maximum score in the identified range.

The following rating system will be used in determining the value for each Scoring Element of the SOQ:

- **Excellent (81-100 % of points possible):** The SOQ is considered to significantly exceed the RFQ requirements/objectives in a beneficial way (providing advantages, benefits or added value to the project) and provides a consistently outstanding level of competency. In order for the SOQ to meet the minimum criteria to be scored as Excellent, it must be determined to have more than one significant strength, additional minor strengths and no appreciable weaknesses. There is a high expectation that the team as proposed, would be successful in delivering the Project to the owner's satisfaction, and would most likely exceed all Project Goals.
- **Very Good (61-80 % of points possible):** The SOQ is considered to exceed the RFQ requirements/objectives in a beneficial way (providing advantages, benefits or added value to the project) and offers a generally better than acceptable competency. In order for the SOQ to meet the minimum criteria for consideration to be scored as Very Good, it must be determined to have at least one significant strength, additional minor strengths and no significant weaknesses. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor weakness will result in a higher score. It is expected that the team as proposed, would be successful in delivering the Project to the owner's satisfaction, and will most likely meet and/or exceed all Project Goals.
- **Good (41-60 % of points possible):** The SOQ is considered to meet the RFQ requirements/objectives and offers an acceptable level of competency. In order for the SOQ to meet the minimum criteria for consideration to be scored as Good, it must be determined to have several strength(s), even though minor and/or significant weaknesses exist. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor or significant weakness will result in a higher score. It is expected that the team as proposed, will be able to deliver the Project and meet the Project Goals.
- **Fair (21-40 % of points possible):** The SOQ is considered to contain several minor and/or significant weaknesses, some minor strengths and no significant strengths. The greater the strengths and fewer the minor or significant weakness will result in a higher score. It is expected that the team as proposed, should be able to deliver the Project but may not be able to meet some of the Project Goals.
- **Poor (0-20 % of points possible):** The SOQ is considered to contain significant weaknesses and no appreciable strengths. The SOQ demonstrates a low probability of meeting the RFQ requirements and may be determined to be non responsive. The fewer the minor or significant weakness will result in a higher score. It is unlikely that the team

as proposed would be able to deliver the Project to the owner's satisfaction.

A score will be calculated for each Qualitative Evaluation Criteria by multiplying the percentage of maximum score by the points available.

MDOT reserves the right to conduct an independent investigation of any information, including prior experience, identified in the SOQ by contacting project references, assessing public information, contacting independent parties or other means. MDOT further reserves the right to request additional information from a Submitter during the evaluation of the SOQ.

The Submitter selected to be the CMGC will be the firm whose verified experience and qualifications, as presented in response to this RFQ and reference checks, in the opinion of MDOT, as offering the most experience, expertise and value to MDOT and the Project. The Selection Committee will review and evaluate the SOQ's throughout the selection process on the following general criteria. It should be noted that this is not a complete list, and should not be considered a "checklist", but rather a reference.

## 8.1 PASS / FAIL EVALUATION CRITERIA

- CMGC-001 Submitter Information
- CMGC-002 Statement of Qualifications Checklist
- CMGC-003 Addenda Acknowledgment
- Bonding Company Letter
- Conflict of Interest Form (Page 2 of MDOT form 5100D)

## 8.2 QUALITATIVE EVALUATION CRITERIA

### 8.2.1 UNDERSTANDING OF SERVICE (15 POINTS)

The Submitter shall provide an Executive Summary that includes their understanding of the project and its goals, how those goals will be met through the CMGC process, and a brief narrative describing why they are the "best qualified" to perform the services outlined in this RFQ. The Submitter shall also include sufficient information to familiarize reviewers with their project approach and their ability to satisfy the technical and construction requirements, development of cost estimates including the GMP, and address the public's and businesses' concerns related to schedule and access. As part of the Understanding of Service, the Submitter should provide a preliminary communications plan outlining their understanding of how communications between the CMGC and MDOT will occur.

### 8.2.2 EXPERIENCE / PAST PERFORMANCE (15 POINTS)

The Submitter shall provide the firms past experience on projects with similar scope and complexity, specifically in an urban and commercial setting. The Submitter should demonstrate how they completed the projects with success in the areas of schedule, safety, quality, cost and maintenance of traffic including access to businesses, including their role in the success of the projects

#### 8.2.3 WORK ZONE SAFETY (15 POINTS)

The Submitter shall discuss and describe how work zones accidents can be minimized or mitigated. The Submitter should also provide information related to potential areas for contractor staging areas/yards and the access to and from the project.

#### 8.2.4 SCHEDULE MANAGEMENT (20 POINTS)

The Submitter shall provide information that will demonstrate how they could reduce and/or improve the overall construction schedule. MDOT's desire is to expedite the construction schedule while minimizing impacts to the neighboring businesses and traveling public while completing the work in an effective manner. Scoring will be greatest to those Submitters who provide a clear understanding and provide information on how they expect to meet these goals and demonstrate how their input during the design will be beneficial to MDOT's schedule goals.

#### 8.2.5 QUALIFICATIONS OF KEY STAFF (20 POINTS)

The Submitter shall list the team's key staff members and their qualifications, roles and responsibilities with projects of similar scope, schedule and complexity. The Submitters should clearly identify the roles of key staff during all phases of the project. The Submitter should demonstrate how communication will occur with internally staff, subcontractors, MDOT, MDOT's consultants, as well as their anticipated communication and involvement with the public.

#### 8.2.6 INNOVATIONS (15 POINTS)

The Submitter shall list any potential innovations and innovative approaches to completing the project. At a minimum, innovations should specifically address how the Submitter expects to provide input into the design to improve the project and what can be done to expedite the schedule and limit impacts to traffic and businesses.

### 8.3 FINAL SCORE & SELECTION

Selection will be based on the Submitter with the highest total combined score (100 possible points).

REQUEST FOR QUALIFICATIONS

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CMGC-001 SUBMITTER INFORMATION

Project: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contract Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

REQUEST FOR QUALIFICATIONS

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CMGC-002 STATEMENT OF QUALIFICATIONS CHECKLIST

Project: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

- CMGC-001 – Submitter Information\*\*
- CMGC-002– Statement of Qualifications Checklist\*\*
- CMGC-003 – Addenda Acknowledgment\*\*
- Qualitative Scoring Criteria
- Failure to Complete or Default
- Pre-Construction Services
- Construction Services
- Organization & Project Personnel Qualifications
- Bonding Company Letter\*\*
- Conflict of Interest Statement (Page 2 of MDOT form 5100D)\*\*
- Key Personnel Resumes\*\*

\*\*NOT INCLUDED IN SOQ MAXIMUM PAGE COUNT

REQUEST FOR QUALIFICATIONS

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CMGC-003    ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

Project: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Receipt is hereby acknowledged of the following addenda and responses to questions by MDOT to this RFQ by entering "YES" or "NO" below and indicating the date received:

<u>Addendum No.</u>	<u>Received</u>	<u>Date Received:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Response to Question Set No.</u>	<u>Received</u>	<u>Date Received:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)